

## **Criterion VII : Innovative Practices**

### **7.1 Internal Quality Assurance System:**

The institution has established Internal Quality Assurance cell (IQAC) on 25th March 2009 in order to ensure the qualitative improvement of the institution.

#### **Composition :**

The members of the cell are as follows:

- |     |                     |                               |
|-----|---------------------|-------------------------------|
| 1.  | Sh. C.L. Tickoo     | Chairman, College Management. |
| 2.  | Dr. Usha Tickoo     | (Principal) Chairperson       |
| 3.  | M rs. Rajni Koul    | Co-ordinator                  |
| 4.  | Prof. B.L. Thusoo   | Member Management             |
| 5.  | Dr. J.L. Raina      | Academic Advisor              |
| 6.  | Dr. Shiv Dev Singh  | Member Local Society          |
| 7.  | Mr. S.N. Manhas     | Member Local Society          |
| 8.  | Mr. Laxmi Pandita   | Lecturer                      |
| 9.  | Mrs. Rajinder Kour  | Lecturer                      |
| 10. | Mrs. Bindra Koul    | Lecturer                      |
| 11. | Mr. Nidhi Koul      | Lecturer                      |
| 12. | Mr. Surinder Hashia | Office Superintendent         |
| 13. | One Student         |                               |

#### **Major Activities Undertaken during last five years :-**

##### **To mention about few:-**

The IQAC of the college has been organising a no. of programmes for the benefit of faculty and students, which include extension lectures, faculty improvement programmes, seminars, Debates & community development programmes. A two day state level seminar on "Quality Enhancement in teacher Education throught Innovative

Practices” was organized in collaboration with NAAC, Bangalore. A two day National Seminar was organized on “Higher Education in India : Role playing parameters of excellence”. It was sponsored by ICSSR, New Delhi. One day seminar was organised on “Enhancement of spirituality & spiritual learning through education”. In collaboration with (VKMI), sponsored by ICSSR, North Western Region Chandigarh .

IQAC has organized many workshops on ICT, teaching aids, folk dance, workshop for teacher educators and on research based instructional strategies.

Extension lectures were organised on teacher-taught relationship, formal education, stress management, secondary education commission 1952-53, importance of research in teaching, lesson planning, carbon trading etc. Teacher felicitation day is organized as the best practice to honour the teachers on Teachers Day.

IQAC released a Book titled “Quality Enhancement of teacher education : Some innovative insight. Second Book titled “Higher Education Decisive parameters of excellence comprises of selected papers from the proceeding of a two day seminar on “Higher Education in India - role playing parameters of excellence” is in process.

### **Feedback**

The students feedback is collected through suggestion boxes, secondly, the feedback is also collected through students representatives and also by administering the questionnaire among the students. The feedback conducted through various sources is analyzed by the committee and necessary solutions arrived at with the students representatives. Care is taken to implement the decisions in letter and spirit.

The faculty members are briefed from time to time as, to how qualitative changes can be brought in their methodology of teaching. The faculty is exposed to latest teaching strategies by deputing them to attend workshops, orientation programmes and seminars conducted by Academic Staff College University of Jammu and sister

institutions. The college also organizes workshops and extension lectures to abreast the faculty with the latest in the field of education. The quality of academic programmes is also evaluated by the quality of examination results of the college and its incremental growth.

The practices like visiting places of worship, participation in cultural programmes, celebrating National festivals, honouring National leaders of repute, going on picnics and tours are attended by all Members of the institution. It is ensured that all the members of the college (both teaching and non-teaching) along with few members of the management participate in such activities. This practice has always bridged the gap among different constituents of the institution.

**Inclusive practices :-**

One of the important social objectives of education is to enable the backward or under privileged classes and individuals to use education as a lever for improvement of their conditions, in other words education should help towards equalizing opportunities. As Kothari Commission has rightly said, “Every society that values social justice and is anxious to improve the lot of common man and cultivate all available talent, must ensure progressive equality of opportunity to all sections of the population”.

The Jammu University which is directly responsible for admission of B.Ed. students through online admission in non-governmental B.Ed. colleges realises the role that education has to play. This is reflected in its admission policy. As per the admission norms due recognition is given to students seeking admission to the course under reserved category. The students under reserved category should have 40% marks at graduation level. There is provision of 33% seats under reserved category as per Jammu University norms.

The college also takes this thing in consideration while admitting students under management quota (6%).

The categories along with their code numbers are as follows:-

01. Schedule Caste
02. Sportsmen
03. Persons who have excelled in cultural/literary activities.
04. Persons who have participated in NCC activities.
05. Persons who have participated in NSS activities.
06. For defence service personnel including Ex-servicemen and their children who are permanent residents of the state and have had a satisfactory service record.
07. Candidates belonging to Backward Areas including that of districts of Leh and Kargil.
08. Candidates belonging to Scheduled Tribes ( Gujjar, Bakerwal, Gaddi and Sippi).
09. Candidates belonging to areas adjoining the actual line of control
10. Candidates belonging to weak and under privileged classes.

(Note :- Totally blind and orthopaedically handicapped are also included in 33% reserved quota)

It is therefore realized providing educational opportunity to all the above categories is the only guarantee for the building up of an egalitarian and human society in which the exploitation of the weak will be minimized.

The inclusive practices also reflect in the syllabus of B.Ed. course where the pupil-teachers have to study in detail the recommendations of Commissions like Secondary Education



Commission (1952-53), Kothari Commission (1964-66), and National Policy of education (1986). The above issues are also focused through conducting seminars, debates and deliberation during the session.

Every day during morning assembly every student is given an opportunity to project his/her views on equalizing opportunities in educational and social areas like dowry system, child labour, child marriage, women empowerment, population problems and female feticide & other socially relevant issues.

In order to involve students in active learning and also to channalize their energies into meaningful and challenging pursuits, the college provides a rich and varied programmes of co-curricular activities which include lectures, debates, essay competition, group discussions, cultural programmes, social service camps, tours and excursions, sports and publication of students journals etc.

These activities are rich in educational stimuli and help to develop and strengthen certain valuable attitudes and qualities such as cooperation, initiative, self confidence, social sensitiveness and leadership.

The college also initiates discussion on issues like equality of opportunity, illiteracy among women, women empowerment etc, in order to highlight the plight of women. Through various academic and non-academic activities the college tries to educate the students opinion to overcome traditional prejudices against girl education, highlight the positive gains of educating a woman. In this connection a programme was organised on Women's Day in Ghou-Manhasan for the Adult women of the area. The programme was chaired by Mrs. Ranu Devi, Chairman Municipal Area Committee.

While organizing such activities care is taken to lay psychological

impact on pupil-teachers mind so as to develop positive thinking towards the upliftment of women in India.

The college does not have any special arrangement for extremely physically or mentally challenged students, but care is taken to handle properly the students with minor physical deformities. In the past years, such problems have been confronted w.r.t. students suffering from depression. Such cases have been handled with caution. Every possible help is offered to them including counselling to some extent.

All the above activities are undertaken keeping in view its social relevance. Most of the activities are conducted through interactive process between society and the institution. Efforts are made to enable the future teachers to take legitimate pride in the national heritage and feel committed to uphold India's unity, integrity and motivate them to understand and contribute to immediate community and environment.

### **Stakeholder relationship:**

The information on performance of academic and administrative members is communicated to various stakeholders by Head of the institution through mail/website.

The students rating of the faculty also gets communicated to the concerned people and suggestions for improvement welcomed. Such information is also gathered through self appraisal report of faculty members.

On the basis of the information collected, the meetings are arranged among the staff and head of the institution, managing committee and head, managing committee and the staff, administrative staff and head of the institution. The meetings are also held with the students representatives to get the feedback

regarding the academic and non-academic activities being conducted in the college. Information regarding this is also collected from the suggestion boxes. Various issues are discussed, loop holes identified and common solutions found. The feedback is also collected through alumni of the institution, through correspondence with them and also during their visit on annual alumni meet. Alumni are asked to speak out :-

- (i) Their experiences in the college
- (ii) What changes do they find w.r.t infrastructure and other facilities being provided by the college?
- (iii) What changes do they intend to see for qualitative improvement of the college?
- (iv) How can they contribute towards further development of the college?
- (v) How has their stay in the college helped them to achieve their goals in future ?

The information thus collected is used in bringing about the qualitative improvement of the institution.

**Additional information and steps taken for quality enhancement:**

**ISO Certification- College got ISO 9001-2000 certified in the session 2009-10**

**Establishment of IQAC**

The core value of NAAC are largely reflected in the curriculum prepared by university of Jammu. To achieve these values the college has established Internal quality Assurance Cell (IQAC) on 25th March, 2009. It comprises of 13 members. The cell meets twice a year to give suggestions and evaluate the work



done in the field of quality enhancement. The IQAC organizes a no. of seminars and activities to enhance the quality of teacher educators.

The IQAC has organised National level & State level seminars sponsored by NAAC Bangalore and ICSSR New Delhi & North Western Region Chandigarh etc.

Regarding quality enhancement our college has established a good computer lab with internet facility. The college has installed smart class, a digital initiative through which teachers and pupil teachers can improve their effectiveness, productivity and multi sensory learning and academic performance. They can teach with latest technology. Moreover our college has constructed new and modern conference hall installed with a projector and screen, where experts from every field viz. education, industry, finance used to visit and gave power point presenting before the students and faculty members.

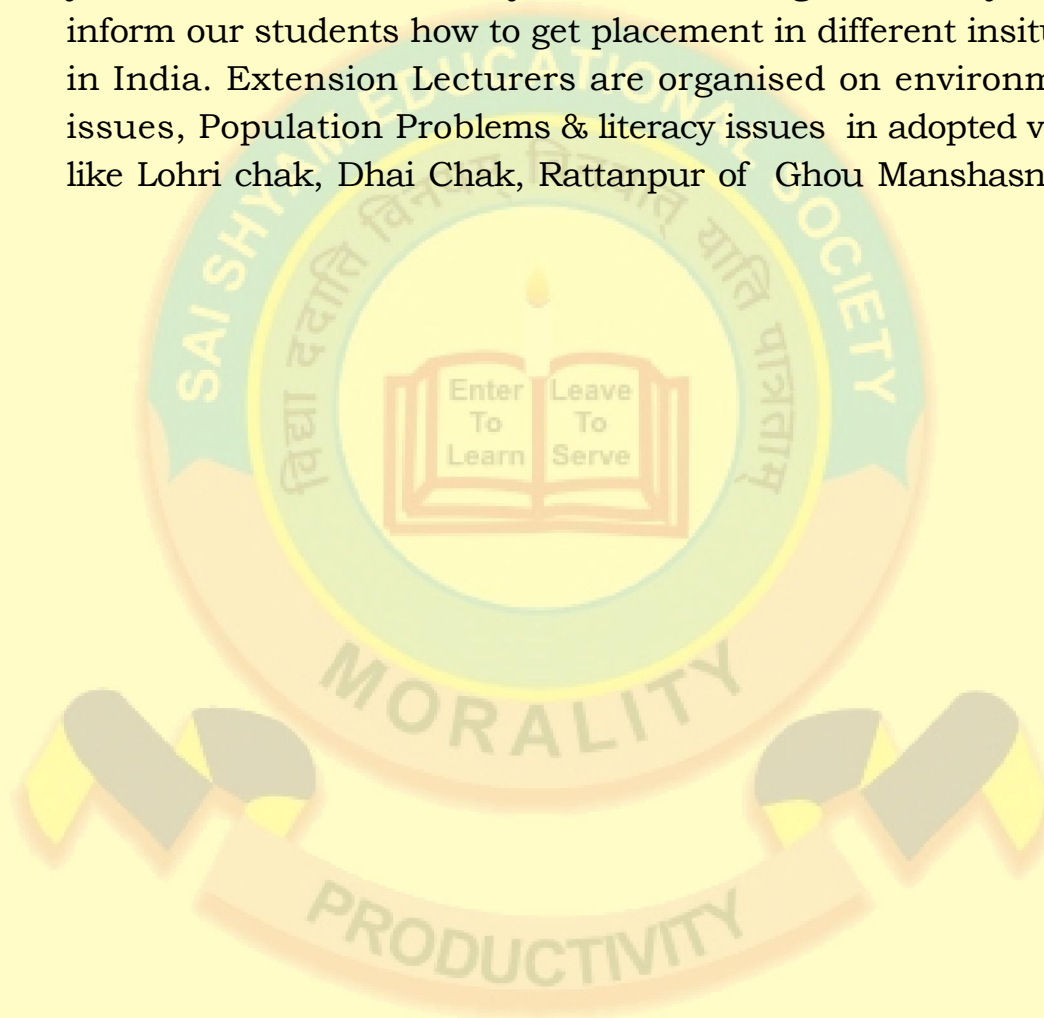
In order to inculcate moral and ethical values among the students our college organizes a no. of programmes and workshops in collaboration with Vicher Kranti Manch international (VKMI)

**Inclusive Practices ;** The college has students belonging to different strata of society including Sc, St, and students from weaker section & different communities. The college from time to time briefs the faculty members about how to take care of the differently able students. The curriculum of the course is framed in such a manner so as to take care of all such groups for which college makes best efforts. The college also arranges for extra classes for those students to overcome their quarries. Free bus facility is also provided its the students.

**Community focused extension activities :** The college plays an



important role towards the social awareness programmes like; Environment day, Women's day, Anti tobacco day, Aids day etc in collaboration with different NGO's and organization : WWF, VKMI, MASWARA (Purkhu) UDAAN. UDAAN is working for the youth of our state. They visit our college once a year and inform our students how to get placement in different insitutions in India. Extension Lecturers are organised on environmental issues, Population Problems & literacy issues in adopted villages like Lohri chak, Dhai Chak, Rattanpur of Ghou Manshasn .



# MAPPING OF ACADEMIC ACTIVITIES OF THE INSTITUTION

SESSION-2013-14

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
Admission and orientation	■	■	■	■																															
Theory				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Tutorials/ Seminars																	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Sessional work Tests & Assignments															■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Practical work																	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Preparation of internship : Demonstration/ Observation of lessons/ micro teaching simulations																				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Practice Teaching/ Internship																					■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Co-Curricular Activities	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Working with community/ project work												■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
End-term Examination																																■	■	■	■


**Note :-** A week is of six working days and a day is six clock hours.

## **DECLARATION BY THE HEAD OF THE INSTITUTION**

I certify that the data included in this Self-Appraisal Report (SAR) are true to the best of my knowledge.

This SAR is prepared by the institution after internal discussion, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SAR during the peer team visit.



Principal  
Sai Shyam College of Education  
Ghou-Manhasan  
Jammu

**Signature of the Head  
of the institution  
with seal**

**Place :**

**Date :**